



Department of Housing and Community Development

May 2, 2006

NOTIFICATION OF VACANCY

COMMUNITY DEVELOPMENT PROGRAM COORDINATOR
(Program Administration Specialist II)

POSITION #00033

LOCATION:

DHCD
501 North Second Street
Richmond, Virginia 23219

SALARY RANGE:

\$42,000 - \$54,000 Annually

DUTIES AND RESPONSIBILITIES:

The Department of Housing and Community Development is seeking a Community Development Program Coordinator who will be responsible for making policy and procedural recommendations for the Program Designs of both the Community Development Block Grant Program and the Appalachian Regional Commission Program. This will include program review, analysis, and annual revision following and outcome-funding investment approach. This position also serves as the chief Agency representative to meet with localities interesting in competing for funding and providing appropriate project development technical assistance. The successful candidate will be responsible for ensuring that funding competitions are operated in a high quality manner that complies with federal and state regulations, while maximizing customer service, flexibility, and suitable project development. This position is also responsible for maintaining a CDBG projects database.

QUALIFICATIONS:

Strong analytical, organizational and communication (both oral and written) skills are necessary. An in-depth understanding of community development and knowledge of federal community development programs are necessary. The ability to design and conduct training programs as well as to make technical presentations is necessary. Should be proficient in PC software applications to include the Microsoft Office Suite. Must be available for statewide overnight travel, and willing to work in a fast-paced, high-energy environment. A degree in public administration, planning, or a related area is desired. Experience in working with local governments on community development projects is preferred. A valid Virginia State Driver's license will be required.

TO BE CONSIDERED FOR THIS POSITION, ONE COMPLETED STATE APPLICATION FOR EMPLOYMENT MUST BE RECEIVED AT THE ADDRESS BELOW BY MAY 23, 2006 AT 5:00 P.M.

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

501 NORTH SECOND STREET
RICHMOND, VIRGINIA 23219

ATTENTION: HUMAN RESOURCE OFFICE

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